



INSTRUCTIONS FOR TECHNICAL DESIGN OF PAPERS

The journal Criminology and Social Integration uses the **APA (Publication Manual of the American Psychological Association) system** for **formatting references (sources) in the text and bibliography**. Each reference cited in the text must be cited in the bibliography, just as each reference in the bibliography must be paraphrased/cited in the text. It is necessary to write the reference identically in both places. More detailed instructions for formatting references in the text and in the bibliography can be found at the link: <https://apastyle.apa.org/>.

TEXT FORMATTING ACCORDING TO APA STYLE

Headings and subheadings are not numbered. Subheadings in the text should be written in bold, as well as parts of the text that should be emphasized. Underlining should not be used. Foreign language expressions and the names of documents and institutions in a foreign language are written in italics.

Tables, charts, and figures are formatted according to the guidelines of APA (<https://apastyle.apa.org/style-grammar-guidelines/tables-figures>). Tables, charts, and figures must be numbered and have a title (which must be short and clear). Tables and figures must be mentioned in the text of the paper and must be located in the part of the paper where they are mentioned (not at the end of the paper, etc.).

Images/figures must be saved in their original format, at a size and complexity appropriate to the format of the journal so that all elements are clear and can contain colour. Decimal places in decimal numbers must be separated by full stops and, if necessary, zeros must be added.

FORMATTING IN-TEXT REFERENCES ACCORDING TO APA STYLE

Sentences and text from other authors' works may be adopted (1) by indirect quotation or paraphrasing and (2) by direct quotation or citation.

- ✓ Indirect quotation or paraphrasing is the retelling, summarizing, and interpreting of texts, articles, or books by other authors. Again, citation of the source is mandatory, but it is also necessary to ensure that the paraphrase faithfully reproduces the original publication: the meaning or message of another person's text.
- ✓ Direct quotation is the word-for-word downloading or rewriting of text from other sources. It is important to highlight the quoted text so that it is enclosed in quotation marks (") and italicized, and after the author's last name and the year of publication, the page where the quoted quotation can be found must be indicated in parentheses.

Example: „*Incarceration aims, in addition to symbolic retribution and general prevention, to act on the perpetrator in the sense of accepting prosocial patterns of behaviour.*“ (Kovčo Vukadin & Mihoci, 2010, pp. 334).

References should be cited in the text, not in notes (footnotes). The reference can be cited in the text in two ways:

1) Author (year)

Example: Jandrić Nišević (2010) states that the criminal lifestyle is characterized by four styles of behaviour...



2) (Author, year)

Example: ...the criminal lifestyle is characterized by four behavioral styles (Jandrić Nišević, 2010).

If the cited paper has **one or two authors**, the last name of the cited author(s) and the year of publication are given when references are cited throughout the text, as in the example Dodig and Ricijaš (2016) or (Dodig and Ricijaš, 2016). If the cited paper has **more than three authors**, only the last name of the first author should be given with the form "et al." and the publication year in the text. For example, Lotar Rihtarić, Ricijaš, Ferić, and Jandrić Nišević (2022) is listed in the text as Lotar Rihtarić et al. (2022) from the first citation.

When a statement in the text is supported by **several different references from different authors in parentheses**, they are listed in the text in alphabetical order (example: Borić i sur., 2021; Mandić i sur., 2020; Maurović i sur., 2020; Ratkajec Gašević i sur., 2022).

Two or more papers by the **same author published in the same year** are marked with lowercase letters a, b, c, etc. after the year of publication (example: "Several studies (Doležal, 2006a, 2006b, 2010; Mirosavljević et al., 2016) emphasize how important...").

The use of a **"secondary source"** is cited in such a way that the last name of the original author and the publication year are given first, then "according to" is added and the reference (author's last name and publication year) in which this information is found is given (example: "Mejovšek (2002; according to Kovčok Vukadin and Mihoci, 2010) finds that the higher likelihood of rebellion in penal institutions is associated with a lack of control...").

If the text refers to a **legal act that has been amended several times**, it is sufficient to indicate the number of the Official Gazette indicating when the law/legal act was adopted and the number indicating the last amendment (example: Criminal Procedure Act (Official Gazette 152/08, 80/22)).

PREPARATION OF A REFERENCE LIST ACCORDING TO APA STYLE

The bibliography should include complete details of all publications mentioned in the text. References are listed in alphabetical order by the last name of the first author and in chronological order for publications by the same author (beginning with the earliest year). If several publications by the same author of the same year of publication are cited, they should be distinguished by letters (a, b, c, etc.) after the year of publication. For publications that have a DOI, the DOI number should be provided for each reference. For other publications available online, the online source (<http://...>) and date of access are given after the basic information (title, author, etc.).

The list of all references used in the text is given at the end of the paper. The list contains complete bibliographic data on the references used by the author in the preparation of the paper and listed in the text in an abbreviated form.

Books, book chapters, scientific and professional papers published in journals, and contributions from edited volumes are formatted according to the formatting guidelines of APA, which can be found on the website: <https://apastyle.apa.org/style-grammar-guidelines/references/examples>



Other types of publications are formatted as follows:

FINAL, GRADUATE, MASTER'S THESIS AND DOCTORAL DISSERTATIONS

- * Last name, initial of the author's name. (Year). Title: subtitle [Type of publication]. Institution.

LEGAL ACTS

Example:

- Criminal Code. *Official Gazette*, 125/11, 144/12, 56/15, 61/15, 101/17.
- Ministry of Family, Veterans, and Intergenerational Solidarity (2008). National plan of the activities for the rights and interests of children from 2006 to 2012. Zagreb.

NEWSPAPERS ARTICLES

- * Last name, initial of the author's name. (Year, month of publication). Article title: subtitle. Newspaper title, volume/year/number. URL.

All other forms of publications not listed in this instructions, are cited and referenced according to the recommendations available on the website: <https://apastyle.apa.org/style-grammar-guidelines/references>.